

## **Lobbyist Registration and Reporting Frequently Asked Questions**

### **What is a lobbyist?**

A lobbyist is an organization, corporation or group, or person hired by an individual, corporation or group, to influence public officials, city employees or specific boards and commissions. Unless excepted in the ordinance, those who have engaged in lobbying activities and meet any of the below criteria within any of the three month periods beginning the first day of January, April, July, and October, need to register as lobbyists:

- Received compensation or salary of \$200 or more for lobbying.
- Received reimbursement of \$200 or more for lobbying.
- Spent \$200 or more for lobbying.
- Entered into an agreement to provide lobbying services on a contingent fee basis.

### **What are the exceptions?**

Exceptions to the registration requirement include the following. Please consult Section 2.94.050 of the City Code (Lobbying Ordinance) for the complete listing and criteria for meeting an exception.

- Media employees and reporters in the ordinary course of the collection and dissemination of news.
- Persons whose only activity is to attend or speak at City Council or board and commission meetings and they are not paid by someone for the purpose of lobbying at those meetings.
- A governmental entity and its officers and employees.
- A person whose only expenditure is to purchase copies of City documents and information.
- Attorneys and others who contact appropriate City personnel regarding litigation matters.
- A lobby employer, if all of his employees separately register as lobbyists.

### **What is the registration fee for lobbyists?**

This registration must be filed with the Office of the City Clerk and must be accompanied by a \$100 filing fee.

### **How often must a registration be renewed?**

Registrations must be renewed annually.

**When must report forms be filed?**

Lobbying activities must be reported quarterly on the required City form between the first and tenth day of January, April, July and October. Registered lobbyists must maintain their records of their lobbying activities for two years.

**How and when must lobbyists identify themselves?**

Registered lobbyists appearing before any city official must orally identify himself and the person or interest they are representing before beginning any address.

**Where may I obtain the registration and reporting forms?**

All applicable forms are available online (insert link to the forms) and in the Office of the City Clerk on the second floor of City Hall at #2 Civic Center Plaza, El Paso, TX 79901-1196.

**Where may I review completed lobbyist registration forms and reporting forms?**

Soon after filing, the completed forms will be loaded to the City Clerk web site for convenient public access. (Insert link) They also will be available for review in the City Clerk's Office from 8 am to 5 pm., Monday through Friday, except on City holidays.

**How may I get additional help?**

If you have questions, contact or e-mail [clerksoffice@elpasotexas.gov](mailto:clerksoffice@elpasotexas.gov) or call 915-541-4127. We are located on the 2<sup>nd</sup> floor of City Hall, #2 Civic Center Plaza, El Paso, Texas 79901.